

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 17 JANUARY 2007

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver,  
Judith Zeiger

Absent: Shawn Meyer

1. Keith called the meeting to order at 8:40 a.m. A quorum was present.
2. The minutes of the meeting held November 29, 2006 were approved unanimously as drafted.
3. The committee decided on future changes to the monthly newsletter. Disposition of each item, with committee member responsibility, is shown below.

- profile of new community members: adopted (Keith)
- regular updates regarding the Lone Mountain Shopping Center: adopted (Pat)
- changing the newsletter to 2 column format: rejected
- interview of selected residents: tabled
- a page 1 content index for each issue: adopted (Keith)
- pie chart of the BCA annual budget: adopted (Pat)
- regular list of planned and completed community projects: tabled
- graph comparing BCA cost per household vs. other communities: adopted (Pat)
- helpful household hints column: adopted (Joe)
- profiling residents with business and commercial interests: adopted (Keith)
- humor column: adopted (Pat)
- a 'my favorite' feature: adopted (Keith)
- Want Ads: adopted (Keith)

The committee agreed to phase in the new features over the next few months.

4. The committee approved a calendar provided by Keith with a proposed time line of events leading to the 2007 Board members election and the BCA Annual Meeting.
5. Pat reported the azbellasera.org web site usage is relatively steady.
6. Our next meeting is planned for Wednesday, February 21, 2007, at 8:30 a.m.
7. The meeting was adjourned at 9:30 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 21 MARCH 2007

Present: Keith Christian, Pat Manion, Joe McDade, Shawn Meyer,  
Emily Shriver, Judith Zeiger

1. Keith called the meeting to order at 8:35 a.m.
2. The minutes of the meeting held January 17, 2007 were approved unanimously as drafted.
3. Keith reported 26 residents have requested the e-edition of the revised community directory.
4. The committee discussed our role in the community's consideration of the revised BCA By-Laws and CC&R. Pending receipt of the Board approved revisions, the following tentative procedure was agreed upon:
  - Sending only an executive summary of the changes to all residents by US Mail.
  - Cover letter indicating the complete text of each document is available on our web site; in the clubhouse; or upon request, by return mail.
  - Including a stamped, self-addressed postcard, with a homeowner unique number, to be used in recording the vote for each document.
  - Telephone follow-up if the necessary 51/67% By-Laws/CC&R approvals are not obtained.
  - Final process approval at our next meeting, prior to Board submission.
5. No significant web site or newsletter issues were discussed.
6. Our next meeting is planned for Wednesday, April 25, 2007, at 8:30 a.m.
7. The meeting was adjourned at 9:20 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 25 APRIL 2007

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver, Judith Zeiger

Absent: Shawn Meyer

Guests: Bruce Martin, Bob Shriver

1. Keith called the meeting to order at 8:35 a.m. A quorum was present.

2. The minutes of the meeting held March 21, 2007 were approved unanimously as drafted.

3. Bruce Martin and Bob Shriver briefed the committee on the project background and legal guidelines to be followed in homeowner approval of changes to the BCA By-Laws and CC&Rs (documents).

4. After extensive discussion, the committee agreed on the following process to be followed in the community's consideration of the documents:

--Emily agreed to provide an electronic version of the draft cover letter Bob provided to Keith for distribution to all committee members. Members agreed to provide comments back to Keith no later than Tuesday, May 1. Keith agreed that prior to May 8 he will incorporate committee changes and forward the cover letter to the Board for approval and signature.

--Bob & Bruce agreed to provide as soon as possible a 'clean' electronic copy of the documents and a Summary Sheet to the committee following final legal review.

--Keith agreed to get 3 three cost estimates for duplication of the documents.

--Committee agreed to distribute in person as many envelopes containing the documents, the cover letter, consent forms (with unique number on each), and a self-addressed, stamped envelope. Envelopes not delivered in person will be mailed by the committee.

--The committee agreed to meet to finalize logistics requirements for the distribution once all envelope contents are finalized.

--We will ask the Community Manager to maintain a continuous tally of returned consent forms. For the By-Laws, 183 'yes' votes are required; for the CC&Rs, 241 'yes' votes.

--The committee agreed to make follow-up telephone calls to all residents that do not respond, noting that returned consent forms are only requested for 'yes' votes.

--The committee agreed to provide the 'Summary Sheet' only upon request. Keith agreed to be the point-of-contact for residents requesting this document, as indicated in the cover letter.

--Keith agreed to provide a summary of the committee's planned document approval process to the Board of Directors prior to May 1.

5. No significant web site or newsletter issues were discussed.

6. The committee agreed on the following mailbox bulletin board posting responsibility schedule:

MAY/JUN - Pat  
JUL/AUG - Keith  
SEP/OCT - Joe  
NOV/DEC - Judith

7. Our next meeting is planned for Wednesday, May 23, 2007, at 8:30 a.m.

8. The meeting was adjourned at 9:50 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 23 MAY 2007

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver,  
Judith Zeiger

Absent: Shawn Meyer

1. Keith called the meeting to order at 8:35 a.m. A quorum was present.

2. The minutes of the meeting held April 25, 2007 were approved unanimously as drafted.

3. The committee agreed to the following plan to distribute the revised CC&R's and Bylaws:

--each member was assigned a block of residents to either deliver the packet to in person, or designate for mailing.

--Keith agreed to send the respective list to each member no later than 1 JUN.

--the committee made changes to the draft CC&R/Bylaw packet bulletin board poster which Keith agreed to post no later than 1 JUN.

--Keith will deliver the sorted packets to each member during the week of 4 JUN.

--the returned envelope in each packet will be retained by the manager's office for later compilation by the committee.

4. We briefly discussed the 2007 community directory and plan to continue to do so at our June meeting.

5. Joe reported the Board meeting minutes on the web site were not up to date. Keith agreed to resolve the issue with Terry in the community manager's office.

6. Our next meeting is planned for Wednesday, June 20, 2007, at 8:30 a.m.

7. The meeting was adjourned at 9:45 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 20 JUNE 2007

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver

Absent: Shawn Meyer, Judith Zeiger

Guest: Bruce Martin

1. Keith called the meeting to order at 8:35 a.m. A quorum was present.
2. The minutes of the meeting held May 23, 2007 were approved unanimously as drafted.
3. Each committee member present reported on their distribution of the revised BCA CC&R/Bylaws packets. We agreed to begin follow-up phone calls to residents, that haven't returned consent forms, after our July meeting.
4. The committee decided not to produce a hard copy version of the 2007 community directory. The directory will be revised and an electronic version made available upon request to homeowners. Keith agreed to advise the Board that if desired, the cost to produce 375 printed directories is approximately \$800.
5. The committee agreed not to accept a proposed newsletter classified ad for sale of a timeshare property.
6. Keith will be responsible for posting items on the mailbox bulletin boards in JUL-AUG.
7. Our next meeting is planned for Wednesday, July 18, 2007, at 8:30 a.m.
8. The meeting was adjourned at 9:25 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 18 JULY 2007

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver

Absent: Shawn Meyer, Judith Zeiger

1. Keith called the meeting to order at 8:40 a.m. A quorum was present.
2. The minutes of the meeting held June 20, 2007 were approved unanimously as drafted.
3. Keith reported as of 7/18, 170 Bylaw consent forms have been returned (need 183 to approve); 172 CC&R forms have been returned (need 241 to approve). Keith provided each member present a list of residents to call to follow-up with those who have not responded. Lists will be e-mailed to Judith and Shawn.
4. We agreed to e-mail the August 2007 community directory to all residents for which we have an e-mail address. The attached encrypted PDF file will require a common password to open the file. Keith agreed to provide the updated directory source document files to Pat no later than 4 August. Pat agreed to return the completed community directory file to Keith no later than August 8.
5. Joe indicated the Board meeting minutes on the web site need to be updated. Keith agreed to follow-up with Terry.
6. Our next meeting is planned for Wednesday, August 29, 2007, at 8:30 a.m.
7. The meeting was adjourned at 9:05 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 29 AUGUST 2007

Present: Keith Christian, Joe McDade, Shawn Meyer, Judith Zeiger

Absent: Pat Manion, Emily Shriver

1. Keith called the meeting to order at 9:10 a.m. A quorum was present.
2. The minutes of the meeting held July 18, 2007 were approved unanimously as drafted.
3. Keith reported as of 8/29, 201 Bylaw consent forms have been returned (need 183 to approve); 204 CC&R forms have been returned (need 241 to approve).
4. The committee agreed to follow up with neighbors and acquaintances who have not returned CC&R consent forms. Keith will provide the current list of no-returns as an attachment to the draft minutes.
5. The committee agreed to draft a letter to all homeowners who have not returned consent forms. Keith agreed to provide the first draft letter to all committee members prior to our September meeting, and later to forward the final draft to the Board of Directors.
6. Judith reported several residents have complained about the lack of a paper community directory being provided this year.
7. Joe indicated the Board meeting minutes on the web site again need to be updated. Keith agreed to follow up with Marshall and Earlene.
8. Joe will have the mailbox bulletin board posting responsibility for SEP-OCT.
9. Our next meeting is planned for Wednesday, September 26, 2007, at 8:30 a.m.
10. The meeting was adjourned at 9:45 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 26 SEPTEMBER 2007

Present: Keith Christian, Pat Manion, Joe McDade, Emily Shriver, Judith Zeiger

Absent: Shawn Meyer

1. Keith called the meeting to order at 8:35 a.m. A quorum was present.
2. The minutes of the meeting held August 29, 2007 were approved unanimously as drafted.
3. Keith reported as of 9/25, 209 CC&R consent forms have been returned (need 241 to approve). The Bylaws have already been approved.
4. The committee reviewed the first draft of a letter to all residents who have not returned the CC&R consent form. Keith will make the changes agreed upon, and forward the final draft to all members, and after concurrence, to the Board president.
5. No significant web site or newsletter issues were discussed.
6. Judith informed the attendees that she has decided to resign from the committee, effective September 30.
7. Our next meeting is planned for Wednesday, October 24, 2007, at 8:30 a.m.
8. The meeting was adjourned at 9:10 a.m. by unanimous consent.



BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 24 OCTOBER 2007

Present: Keith Christian, Pat Manion, Joe McDade

Absent: Shawn Meyer, Emily Shriver

1. Keith called the meeting to order at 8:35 a.m. A quorum was present.
2. The minutes of the meeting held September 26, 2007 were approved unanimously as drafted.
3. Keith reported as of 10/24, 215 CC&R consent forms have been returned (need 241 to approve). The Bylaws have already been approved. The letter, with enclosures, to all residents who have not returned CC&R consent forms has been signed and will be mailed no later than October 31.
4. No significant web site or newsletter issues were discussed.
5. Pat reported he has some new ideas for the distribution of the semiannual community directory, and the committee agreed to continue the discussion at our next meeting.
6. Mailbox bulletin board posting responsibility for NOV-DEC will be assumed by Emily.
7. Our next meeting is planned for Wednesday, November 28, 2007, at 8:30 a.m.
8. The meeting was adjourned at 9:05 a.m. by unanimous consent.

BELLASERA COMMUNITY ASSOCIATION  
COMMUNICATIONS COMMITTEE  
MINUTES OF MEETING HELD 28 NOVEMBER 2007

Present: Keith Christian, Pat Manion, Joe McDade, Jon Miller,  
Emily Shriver

Absent: Shawn Meyer

Guest: Bruce Martin

1. Keith called the meeting to order at 8:35 a.m. A quorum was present.
2. The minutes of the meeting held October 24, 2007 were approved unanimously as drafted.
3. We welcomed new committee member Jon Miller.
4. Keith reported the revised Bylaws and CC&Rs have been approved. After the CC&R's are registered with the state, the committee agreed to ask AAM, LLC to mail the final documents to all residents, after making them available for two weeks in the clubhouse office for residents who wish to pick them up. Keith agreed to inform the Modifications Committee of the distribution, and determine the feasibility of including the latest Design Guideline amendment(s) in the packet.
5. The committee discussed the format for the 2008 community directory, and Pat agreed to provide a draft revised format prior to our meeting in January.
6. Keith provided the content of the CD that is mailed to new residents. We agreed to provide new content for a 'Welcome Packet' early next year.
7. No significant web site or newsletter issues were discussed.
8. Jon agreed to assume the mailbox bulletin board posting responsibility for JAN-FEB.
9. Our next meeting is planned for Wednesday, January 23, 2008, at 8:30 a.m.
10. The meeting was adjourned at 9:15 a.m. by unanimous consent.